

## POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

<b>JOB TITLE:</b>	<b>Accounts Payable Administrator</b>
<b>HOURS OF WORK:</b>	Part Time (4 days per week)
<b>SCHOOL:</b>	Melbourne Girls Grammar Senior Campus (Merton Hall Campus) 86 Anderson Street, South Yarra VIC 3141
<b>FACULTY/DEPT:</b>	Business Office
<b>REMUNERATION CLASSIFICATION:</b>	Melbourne Girls Grammar School Enterprise Agreement
<b>REPORTS TO:</b>	Assistant Director of Business Services, Director of Business Services and ultimately the Principal.
<b>POSITION OBJECTIVES:</b>	<p>The role of <b>Accounts Payable Administrator</b> is responsible for the administration of the accounts payable function including processing of supplier invoices and the reconciliation of supplier statements.</p> <p>The Accounts Payable Administrator will also be responsible for the following key tasks:</p> <ul style="list-style-type: none"> <li>• Reconciliation of supplier statements</li> <li>• End to end processing of purchase orders and payment of receipted invoices</li> <li>• Receivables banking</li> <li>• Processing employee expenses</li> <li>• Vendor creation and management</li> <li>• Responding to account enquiries for internal and external stakeholders</li> <li>• Coding invoices</li> </ul> <p>Accounts work is conducted through the school's information system, <i>Synergetic</i> which requires adherence to particular systems to ensure the maintenance and integrity of the Creditors ledger. Similarly, debtors banking is transacted through <i>Synergetic</i>. In both tasks the work performed assists the school's Business Office in the preparation of financial reports.</p>



	<p>The Accounts Payable Administrator is expected to work in a co-operative manner supporting other members of the Business Office and wider school. There is an expectation in this that the Accounts Payable Administrator will assist across other tasks in the Business Office if required.</p>
<p><b>KEY ACCOUNTABILITIES:</b></p>	<p><b>KEY TASKS:</b></p>
<p>Specific Payables / Creditors Tasks</p>	<p>a) Purchase Orders &amp; Payment of Receipted Invoices:</p> <ul style="list-style-type: none"> <li>• Ensure appropriate departmental cost codes have been allocated;</li> <li>• Match and process receipted and approved supplier invoice to order;</li> <li>• Prepare matched order, supplier invoice and reconciled statement to system produced cheques/eft;</li> <li>• Prepare cheques/eft with appropriate documentation for signature of Director of Business Services and additional signatory;</li> <li>• Record purchase orders on a monthly basis and notify Department Heads of orders older than 30 days, requesting appropriate follow up;</li> <li>• Allocate cost codes to purchases made on School Credit Card Statement;</li> <li>• Filing and archiving of paid accounts vouchers in a logical system;</li> <li>• Manage supplier relations and address issues of financial and non-financial nature;</li> <li>• Develop and maintain systems, procedures and policies, including accounts payable functions to ensure adherence to School policies;</li> <li>• Negotiate outcomes with suppliers on behalf of the School;</li> <li>• Support Heads of Department in their purchases where required.</li> </ul> <p>b) Other Creditors Ledger system duties:</p> <ul style="list-style-type: none"> <li>• Record paid and cancelled cheques/eft to system;</li> <li>• Identify and prepare monthly creditors and accruals by investigating patterns and discussing with Heads of Department;</li> <li>• Assist Accountant and Director of Business Services with annual budget process; and</li> <li>• Record and process credit notes in the Creditor Ledger.</li> </ul>



<p>Receivables Banking</p>	<ul style="list-style-type: none"> <li>• Double counting of cash receipts;</li> <li>• Charging of student debtor accounts;</li> <li>• Receive cheques from mail opening and any cash received in person and post to individual parental debtor account;</li> <li>• Match duplicate receipted deposit sheet from bank to original deposit forms where any disputes arise with the bank; and</li> <li>• Assist with updating and reconciling BPay, Evi and credit card receipts on a daily basis.</li> </ul>
<p>Budget</p>	<p>Assist in the preparation of the School budget by, inter alia, analyzing expenditure across departments and report to the Assistant Director of Business Services.</p>
<p>Professional Development</p>	<p>To attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.</p>
<p>Other</p>	<ul style="list-style-type: none"> <li>• Participate in the mail run as required; and</li> <li>• Any other duties as requested by the Director of Business Services or the Principal.</li> </ul>
<p><b>SKILLS REQUIRED:</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A tertiary qualification in Business, Accounting or Finance or in last year of completion;</li> <li>• Excellent administration and file management skills and ability to organise and co-ordinate tasks efficiently and effectively from start to finish to produce high quality work;</li> <li>• Intermediate IT skills with the MS Office suite of programs particularly MS Excel functions in including presenting payment data, recording information and using formulas to provide accurate calculations;</li> <li>• A basic understanding of ledger coding;</li> <li>• High degree of accuracy and attention to detail;</li> <li>• A proactive approach to tasks and ad-hoc requirements;</li> <li>• Excellent time management skills – ability to prioritise, work to timelines/tight deadlines;</li> <li>• Ability to build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders;</li> <li>• Excellent verbal and written communication skills;</li> <li>• Ability to work autonomously and as part of a team. A supportive and collaborative team player;</li> <li>• Ability to exercise good judgment and ability to problem solve;</li> <li>• Professional orientation and ability to maintain a high degree of confidentiality.</li> </ul>



<b>OTHER REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>• Professional and diplomatic approach;</li><li>• High level of trust, integrity and work ethic;</li><li>• Proactive, resilient and able to work productively in a high performance work environment;</li><li>• Friendly, warm and caring demeanour; and</li><li>• Current Victorian Working with Children's Check.</li></ul>
<b>CHILD SAFETY</b>	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p><b>Child Safety Statement: Melbourne Girls Grammar</b></p> <ul style="list-style-type: none"><li>• has zero tolerance for child abuse</li><li>• actively works to listen to and empower children</li><li>• has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures</li><li>• is committed to promoting physical, emotional and cultural safety for all children</li><li>• is committed to providing a safe environment for all children</li></ul>

To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>